

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, April 15, 2015**

The Safety Committee meeting was called to order at 1:35 p.m.

Members present: T. John Cunningham, Safety Coordinator; Kris Paulseth, Parks; Katie Haase, Human Resources; Lauren Wipper, Human Resources; Jake Larsen, Liquor Stores; Tanner Anderson, Streets; Jeff Smith, Fire and Building Safety; Tony Siebert, Arena; Gary Lore, Building Maintenance; Eric Volk, Utilities (water); Amy Humphrey, Police

Members absent: Dale Eckert, WWTP; Mike Thiry, Utilities (electric); Lori Stich, Finance; Joe Pipenhagen, Streets; Steve Benoit, Recreation

1. Approve the Agenda for 04/15/2015

Motion to approve agenda was made by Lauren Wipper and seconded by Tony Seibert. Motion carried; agenda was approved.

2. Approve the 03/18/2015 Safety Committee Minutes

Motion to approve the minutes for the 03/18/15 meeting was made by Eric Volk and seconded by Amy Humphrey. Motion carried; minutes were approved.

3. Accident Review

Before proceeding with reviewing the accident forms submitted for today's meeting, Chief Cunningham reviewed for all new committee members the purpose of reviewing accident and injury reports, which is to identify root causes and recommend actions to prevent recurrence.

March 20, 2015: "Employee was getting out of the bed of a pickup. When getting down employee landed hard on right heel."

Lauren Wipper commented that when the employee went to see a doctor, after the incident occurred, they were informed that they may have an already pre-existing condition of planter fasciitis that had been irritated when the employee was exiting the pickup.

No recommendations were made by the committee.

March 22, 2015: "Employee was putting water on a peat pile fire with booster line on Tanker 1. Foreign object got into employee's left eye.

Chief Cunningham mentioned that although safety goggles could have been worn, sometimes they fog up making it difficult to see. Therefore, it is easier, at times, to just use the face shields.

Jeff Smith mentioned that the Department already does have/provide safety glasses for use.

No further recommendations were made by the committee.

4. Department Concerns/Updates

Administration (Lori Stich) –

Street Division (Tanner Anderson) – Tanner Anderson mentioned that he was talking to Suzzane Fischer about getting some bigger first aid cabinets for the break room and two other areas. Chief Cunningham mentioned Suzzane Fischer had sent the quotes to him and he would probably meet with her to discuss those options.

Katie Haase asked Tanner Anderson if they found the tag for the fire extinguisher that Suzzane Fischer had mentioned was missing one. Tanner Anderson stated that the extinguisher actually had just been missed during the fire extinguisher inspections this year. Chief Cunningham let Tanner Anderson know that he can just bring the missed extinguisher to the Building Department and they can send it out to be inspected.

Jeff Smith brought up that a local bus company, that we are housing, had asked him if we would take care of their fire extinguisher inspections for them. Chief Cunningham mentioned that he didn't believe it would be an issue to take care of their fire extinguishers.

On the topic of fire extinguisher inspections, Chief Cunningham asked Gary Lore how the city-wide inspections went. Gary Lore said overall the fire extinguisher inspection this year went well and that only a few were missed. Chief Cunningham also inquired Jeff Smith if we have one or two spare extinguishers and Jeff Smith believes we do have two extinguishers marked spare. Amy Humphrey mentioned that a couple of their fire extinguishers over at the Police Department had been missed during the inspection and that one extinguisher was actually missing. She said that she is working with Chris Teff at the Streets Department regarding the missed extinguishers in the annual check.

Chief Cunningham reminded everyone that the tags on the fire extinguishers have room on the back of them to mark off when you've completed your monthly check for the facility checklist.

Parks Division (Kris Paulseth) – Kris Paulseth mentioned that the Department has no safety concerns; however, Steve Stoffers did not like the committee's new meeting time of 1:30 pm.

Waste Water Treatment (Dale Eckert) –

Economic Development –

ERMU – Electrical Department (Mike Thiry) –

ERMU – Water Department (Eric Volk) – Eric Volk mentioned recently he completed a lock out, tag out policy for one of the pieces of equipment at the Water Department and received approval on the policy from MMUA.

Eric Volk also mentioned he is working on updating all fall protection in their water towers for the Department.

Furthermore, recently the Department purchased some new personal protective equipment (PPE) and someone from the Department ended up having sodium explode on them and the PPE offered the protection needed. Chief Cunningham asked Eric Volk if he could write up a brief summary on the incident to be used as a learning tool/informative reasons.

Fire/FABS (Chief John Cunningham; Jeff Smith) – none

Building Maintenance (Gary Lore) – Gary Lore had a question about summer help safety training regarding if there is a need for someone who has already received safety training from a different employer to take the training again with the city. Chief Cunningham initially replied that he believes the said summer help employee would need to take training through the city as well. Gary Lore asked what about the Blood Borne Pathogen/AWAIR/Right to Know training, since that is a pretty standardized training. Chief Cunningham stated that if Gary Lore sits down with the employee and reviews the information they would need to know from the city's standpoint and then documents the discussion than that should be adequate, rather than the employee taking the entire training course over again. Lauren Wipper stated that she believes in the past we have just received the training record the employee had received from the school where the employee initially receive the training. Chief Cunningham stated that was also fine, as long as Gary Lore went over with her the information that applies strictly to the city (i.e. location of MSDS).

Human Resources (Lauren Wipper and Katie Haase) – none

Liquor Stores (Jake Larsen) – none

Police (Amy Humphrey) – Amy Humphrey had no additional safety concerns for the Department other than the missed fire extinguishers during the annual check, and the missing fire extinguisher.

Recreation Division (Steve Benoit) –

Ice Arena (Tony Seibert) – none

4. Training

- a. Chief Cunningham mentioned he would be working with Anoka to have them do an assessment on job hazards in the city.
- b. Chief Cunningham has called the St. Cloud Driving School office and scheduled training in May. In the future, Chief Cunningham would like to schedule one training session in the springtime and one in the winter to allow different departments to partake in this training opportunity.
- c. Chief Cunningham asked Lauren Wipper if she wanted to share anything with the committee regarding the training her and Katie Haase had attended the week prior hosted by the League of Minnesota Cities. Lauren Wipper mentioned that she did not attend any of the training regarding safety committees, but that Katie Haase did attend some of the safety committee training. Katie Haase commented that the training she received in regards to safety committees was good and they had provided attendees with some example facility checklists, which may be a helpful reference tool for us. She also commented that there was some great training material on a thumb drive they had provided for police officers that she could send to Amy Humphrey. Katie Haase also mentioned there may be some other training materials on the thumb drive that would be helpful to other departments that she could send out.

5. Old Business

- a. Chief Cunningham discussed with the committee that he would like to make a general checklist, similar to a sample he handed out at the meeting, as a template and then have the Departments add any additional checking needs to the list for their use. Chief Cunningham mentioned working with Gary Lore to narrow down what should be included on the general facility checklist. Chief Cunningham asked the committee to review the sample he handed out at the meeting and mark-up or add any suggestions to the sample and turn it into him. Ultimately, when the facility checklist is

complete he would like to turn the document into a PDF for people to be able to fill out and submit via the computer. Lauren Wipper asked, after reviewing the sample, if it would be helpful to add an additional box to the list just to check-off when the item on the list has been checked. Jeff Smith commented that he thinks the less places to mark-off the better to try and keep it simple. Chief Cunningham asked the question about the idea of having one main facility checklist and then having each department have their own supplemental forms for additional department needs. Chief Cunningham also suggested we could add the boxes “satisfactory, not satisfactory, and not applicable” to the checklist.

- b. Chief Cunningham reminded the committee members that the first aid supply request form can also be used as a baseline when re-stocking first aid kits. He commented that any item not listed on the first aid supply request form the Department in need can purchase, but out of their own budget. Chief Cunningham also wanted to note that the reason we do not stock medications is due to the liability factor.
- c. Lauren Wipper provided a recap on the discussion she, Chief Cunningham, and Katie Haase had regarding forming a sub-committee for the wellness room. Lauren Wipper stated that we would be putting a suggestion box in the wellness room for individuals to submit suggestions for room enhancements and then a committee would be formed to take a look at those suggestions once a year. The committee would review the ideas and determine enhancements they believe should move forward and then bring the proposed changes to the wellness room to the attention of one of the department heads (i.e. Tim Simon, Cal Portner) at the time of the annual budget.

Lauren Wipper asked Chief Cunningham if he had asked Tim Simon about having Building Maintenance manage any maintenance requests on the fitness equipment. Chief Cunningham commented that he hadn't had a chance to ask Tim Simon yet; however, Gary Lore who was at the meeting thought if we were to provide him with the contact information for Push, Pedal, Pull that they could manage it. Lauren Wipper asked Gary Lore if it would work to manage maintenance requests for fitness equipment on Facility Dude. Gary Lore thought that option would work fine. Lauren Wipper then asked Gary Lore if it would be okay to post a sign in the fitness room that advised users they could call Gary Lore or submit any equipment maintenance requests on Facility Dude. Chief Cunningham suggested putting a separate box in the room for maintenance requests for Building Maintenance to use as a way to manage requests.

- d. Chief Cunningham brought up item 7.3 on the agenda, which were the items listed on Parks facility checklist including their two man post pounder needing welding and the fork having a bent arm. Both items have not yet been repaired. Kris Paulseth stated that supervisor is aware that the items need to be fixed.
- e. Katie Haase read over the list of current members who are up for term. Eric Volk commented that although himself and Mike Thiry are up for term they would be staying on the committee, because they really do not have anyone who could take their place for them. Chief Cunningham's goal is to remind the directors who is up for term; however, if possible, he would like to have the employees make the transitions when their term is up.
- f. Chief Cunningham believes this is a good opportunity for all new members to look over the Safety Committee's by-laws, which were attached to the agenda packet for today's meeting. Katie Haase commented that the reason the by-laws were on today's agenda is because at the last meeting it was mentioned that we should review the Representative section to determine if we have under- or over-represented any Department or Division. Chief Cunningham suggested that the committee

members review the by-laws and any changes or suggestions could be brought to the committee's attention at the next meeting.

7. New Business

- a. Eric Volk asked Chief Cunningham about if an incident occurred whereby someone fell while climbing a water tower, if the Fire Department was trained in that type of incident. Eric Volk mentioned that the Department has a few rescue bags with rope in them and that they were going to keep the rope, but in the event of an emergency if someone were to fall from one of the towers that the Fire Department would instead respond for rescue operations. Chief Cunningham commented that they could get rid of the rescue bags, but keep the rope for utility purposes. Chief Cunningham commented on possibly providing some training to the Department on a potential fall situation. Chief Cunningham reiterated but that in an event where someone may fall to contact 911. Eric Volk said that it might be a good idea like Chief Cunningham had mentioned to do a training exercise.
- b. Chief Cunningham had mentioned to the committee that he recently has looked into getting a few sharps containers for needles for City public restrooms. Chief Cunningham just wanted to find a safer way for people to dispose of any needles/sharps. He noted that he found companies out there who supply a sharps container and once the container is full all you have to do is remove the box and ship it back to the company to dispose of. Jeff Smith asked that since many individuals who have diabetes use their needle more than once, if it is necessary to look into this option. Chief Cunningham stated that he just wanted to do a test trial first by ordering two containers for the public restrooms at City Hall and see how much they get used before determining our overall need for sharps containers. Chief Cunningham believes it is a very affordable option for needle disposal and that the company we will be working with sets it up as a one-time fee, use as you go type concept. Jeff Smith stated that although he feels it may be an unnecessary need, if it's inexpensive it doesn't hurt to try it out. Eric Volk commented that once a concern or need has been brought up then something needs to be done about it. Chief Cunningham believes that overall it will provide a safer way for sharps disposal. Eric Volk commented that at times needles will be found at the parks. Chief Cunningham thinks that might be a department/area that will possibly need the sharps containers. Jake Larsen also commented that a few needles a month are found in the liquor store parking lots. Chief Cunningham mentioned that it may be a good idea then to install a sharps container at the liquor stores.

Chief Cunningham also commented that the company he plans to order the sharps containers from also has a container for disposing of used PPE.

8. Adjournment

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:43 p.m.

Katie Haase
Recording Secretary